#### **DCDS** Reports

# **Control Reports - A HR-120 – Security Modifications (Control) Report**

**Purpose:** The Security Modifications (Control) report identifies users who had changes made to Roles, Functions etc. for a specified time which determine the scope of access to the system. Data may be requested for users whose time is reported in the selected department/agency and Timekeeping Unit (TKU) and who have security within

the selected criteria. Data may also be requested for users who do not report time to the selected

department/agency and TKU but have security to the selected criteria. The minimum required data to be

entered is department, agency and TKU.

**Frequency:** As requested.

**Distribution:** The report is available to DCDS users who have been granted the appropriate security.

**Sequence:** Department, Agency, Employee Name

**Media:** Displayed on-line or the report may be printed.

**Retention:** Per Department Policy. Information is available on-line for one fiscal year.

State of Michigan

Issue Date: March 26, 2001 Revised: March 15, 2002

#### **DCDS** Reports

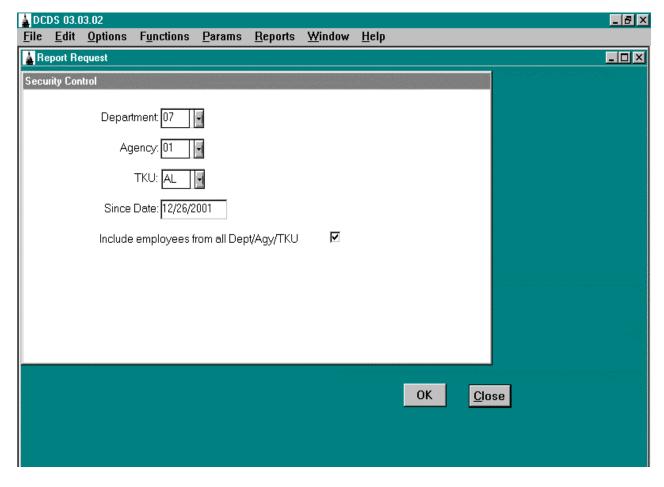
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- A. The Security Modifications (Control) report is accessed through the <u>Reports</u>, <u>Control</u>, <u>A</u> Security Control items on the menu.
- B. The following detail is displayed:
  - Full Name (Employee)
  - Social Security Number (SSN)
  - User ID
  - Role
  - Function
  - Scope (Update (UPD) Y or N, Department (DEPT), Agency (AGY), TKU
  - User ID (Person making the modification)
  - Modified Date & Time
  - Totals of the number of changed profiles for Department and Agency
- C. To print a copy of the report, select <u>File</u> and click on the <u>Print</u> menu item. The Print window will display. Click the OK button. The report will print at the designated printer for that PC.

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#### Report Request Screen

To display the Report Request screen for the Security Modifications (Control) report, select the  $\underline{R}$ eports menu item from the Menu bar and click on the  $\underline{S}$ ecurity menu item. From the cascading menu, click on  $\underline{A}$  – Security Control.

The Report Request screen allows users to enter the appropriate criteria to request the Security Modifications (Control) report.

Enter or select from the dropdown the department and/or agency. To request all timekeeping units, select AL from the TKU dropdown. Then enter the date for the period of changes to be viewed. Information will be displayed from that date. To request all users who may or may not report time within the selected criteria, click on the box for "Include employees from all Dept/Agy/TKU." Click the OK button.

The Report Pre-View screen displays the Security Modifications report on-line. The printed report is displayed on the next page in which all fields can be viewed.

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## **DCDS** Reports

### **HR-120 - Security Modifications Report**

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10/31/1999

DEPARTMENT: 07 DEPARTMENT OF MANAGEMENT & BUDGET

AGENCY: 01 CENTRAL OFFICE TKU: 001 HUMAN RESOURCES

**SCOPE** 

FULL NAME SSN USER ID ROLE FUNCTION UPD DEPT AGY TKU USERID MODIFIED

AVENGER, CAPTAIN 222-12-3333 HARRISL INDIV TIME ENT DATA COLLECTION: TIME Y 07 01 702 ALLENJI 11/29/1999 10:03:25

DATA COLLECTION: MODIFY Y 07 01 702 ALLENJI 11/29/1999 10:03:25 DATA COLLECTION: EMPLOYEE Y 07 01 702 ALLENJI 11/29/1999 10:03:25

TKU 001 NUMBER OF CHANGED SECURITY PROFILES 1 AGENCY 01 NUMBER OF CHANGED SECURITY PROFILES 1

DEPARTMENT 01 NUMBER OF CHANGED SECURITY PROFILES 1

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